Recognizing that the Technical College of the Lowcountry is legally responsible for promoting the efficiency of the public services performed throughout the College, the following rules as promulgated in furtherance of that legal responsibility:

1. Solicitation or distribution of information by persons, other than employees of the College who are on official College business, in areas of buildings or grounds not deemed public by the institution is prohibited.

2. Solicitation or distribution of information by College employees during working time for any purpose other than official business is prohibited. Working time is the time the employee is normally scheduled to be working.

3. Any person desiring to solicit for any purpose must submit a written request stating the purpose and method of the solicitation to the Vice President for Administrative Services. The request will either by denied or approved, based on established local guidelines for solicitation. If approved, the requesting party will be given directives in writing concerning the areas and manner in which they may conduct the solicitation. Failure to follow these directives will immediately revoke the prior approval.

4. No written announcement or distribution of information may be posted on College property without approval. The Vice President for Marketing and Enrollment Management will deny or approve all such requests. Announcements or distribution of information without approval will be removed and destroyed.